Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120051-8

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

OL/SD/[ ]/FTB - 6 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

DESTRUCTION REPORT

2. TYPE OF REPORT: XXX STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; ADMIN. GENERAL; XXX LOGISTICS; SECURITY; OTHER (specify); MEDICAL; FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): MONTHLY

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): MEMO

8. ADP PROCESSING: YES; XXX NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: DDS/SSS/RAB

10. PREPARING COMPONENT (include lowest level contributing information to report)

STAT OL/SD/[ ]/FTB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	$3.15		1/4 Hr.		$ .79		12		$9.48
GS-13	8.06		1/4 Hr.		2.02		12		$24.24
							(6 hrs)		

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $33.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

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